



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

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**EXECUTIVE COMMITTEE  
REGULAR MEETING**

Friday, September 8, 2023 at 10:30 AM

Dykema

201 Townsend St, #900

Lansing, MI 48933

**AGENDA**

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes**
  - a. Minutes of the May 12, 2023 Executive Committee regular meeting
- V. Old Business**

None.
- VI. New Business**
  - a. Resolution 2023-05 FY 2022-2023 Budget Amendment 2
  - b. Resolution 2023-06 FY 2023-2024 Budget Time Schedule
  - c. Presentation of the Proposed Budget for FY 2023-2024
  - d. Resolution 2023-07 General Appropriations
  - e. Kent County invoice
  - f. Discussion of RFP for Managed IT/Cybersecurity Services: Review Proposals from Guidehouse, GSG and Dewpoint
- VII. Administrative Report**
- VIII. Public Comment**
- IX. Other Business**
- X. Adjournment**

A copy of the proposed minutes of the meeting will be available for public inspection at the principal office of the Authority within 8 business days. A copy of the approved minutes of the meeting, including any corrections, will be available for public inspection at the principal office of the Authority within 5 business days after approval.



Michigan Municipal Services Authority  
PO BOX 12012, LANSING MI 48901-2012

**EXECUTIVE COMMITTEE  
REGULAR MEETING**

Friday, May 12, 2023 at 10:30 a.m.

Dykema  
201 Townsend St, #900  
Lansing, MI 48933

**MINUTES**

Proposed Minutes       Approved

MEETING TYPE:     Regular                               Special

**I. Call to Order**

The meeting was called to order at 10:35 a.m.

**II. Roll Call**

Executive Committee Member Attendance:

	PRESENT	ABSENT
Angela Rogensues, Chair	X	
Doug Matthews, Treasurer		X
Kathleen Lomako, Secretary		X
Scott Erbsch	X	
Aaron Wagner	X	

*\*Participated via teleconference.*

Other attendees:

- Samantha Harkins, MMSA
- Kristen Delaney, MMSA
- Dr. Mandy Grewal, MMSA
- Brian Camiller, Plante Moran\*

**III. Approval of Agenda**

Moved by: Erbisch  
Supported by: Wagner

Yes:  X  No: \_\_\_\_

#### **IV. Approval of Minutes**

- a. Approval of the minutes from the regular September 26, 2022 Executive Committee meeting.

Moved by: Erbisch  
Supported by: Wagner

Yes:  X  No: \_\_\_\_

#### **V. Administrative Report & New Business**

Harkins delivered the administrative report. She continues to work on programs, noting that the process was slow. Harkins said that much of the potential for programs appears to be in staffing. She noted the research that she has done for similar organizations in other states, stating that they received appropriations from state government.

Grewal noted that she sits on the board of the Michigan Association of Planning and there has been a discussion of the continued reliance on consultants to get work done. She went on to say that many communities have not returned to pre-2008 staffing levels.

#### **VI. Old Business**

None.

#### **VII. New Business**

- a. Resolution 2023-01 Schedule of Regular Meetings for Calendar Year 2023

Motion to approve Resolution 2022-01 FY 2022 MMSA Budget Amendment as presented.

Moved by: Lomako  
Supported by: Erbisch

Yes:  X  No: \_\_\_\_

- b. Fiscal Year 2022-2023 Budget Amendment 1

Harkins reviewed the purpose of the budget amendment, noting that the cost of health care had increased and that the MMSA purchased a Zoom subscription for webinars.

Motion to approve Fiscal Year 2022-2023 Budget Amendment 1 as presented.

Moved by: Wagner

Supported by: Erbisich

Yes:  No:

c. Fiscal Year 2023-2024 Proposed Budget Discussion

Camiller and Harkins reviewed the proposed budget and this draft will come back before the board.

d. Resolution 2023-02 Fiscal Year 2023-2024 General Appropriations Act

Attorney Liedel explained the purpose of the general appropriations act, noting that this is a draft presentation of the budget. The actual budget will be presented in the fall per the proposed budget schedule.

e. Resolution 2023-03 Budget Time Schedule

Motion to approve Resolution 2023-03 Budget Time Schedule as presented.

Moved by: Wagner

Supported by: Erbisich

Yes:  No:

f. Professional Services Agreement with Vettraino Consulting

Harkins stated that Vettraino has done an excellent job for the LCSA on behalf of the MMSA. He has not asked for an increased fee in the time he has been on the job.

Motion to approve Professional Services Agreement with Vettraino Consulting as presented.

Moved by: Erbisich

Supported by: Wagner

Yes:  No:

g. Resolution 2023-04 Approve Administrative Services Agreement between Local Community Stabilization Authority and the Michigan Municipal

Services Authority

Motion to approve Resolution 2023-04 Administrative Services Agreement between Local Community Stabilization Authority and the Michigan Municipal Services Authority as presented.

Moved by: Wagner  
Supported by: Erbisch

Yes:  No:

h. RFP for Managed IT/Cybersecurity Services

Harkins stated that she has been researching different ways of creating revenue. She believes that there is a lot of need for IT services and cyber security for local governments. Liedel stated that the board can approve the concept of the project, Harkins can work on the RFP and the board will ultimately approve any subsequent contracts.

Wagner asked how the RFP will be published. Liedel stated that they would likely use Bidnet and the state may put it on their system.

Wagner stated that he will serve on a committee if one is needed to review the RFP. Grewal asked about the timeframe for the RFP. Harkins stated that she would like to get it out by the end of the month with responses due in June.

Motion to authorize MMSA CEO to develop RFP for Managed IT/Cybersecurity Services and solicit responses.

Moved by: Wagner  
Supported by: Erbisch

Yes:  No:

**VIII. Public Comment**

None.

**IX. Other Business**

H

**X. Adjournment**

Motion to adjourn the meeting 11:20 a.m.

Moved by: Erbisch

Supported by: Wagner

Yes:  No:

**Certification of Minutes**

Approved by the Executive Committee on September 8, 2023.

\_\_\_\_\_  
Authority Secretary

\_\_\_\_\_  
Date



Michigan Municipal Services Authority

August 31, 2023

TO: MMSA Executive Committee and Board Members

RE: Executive Committee meeting report – September 8, 2023

1. 2023 budget amendment (needs vote from executive committee)
2. 2024 budget presentation (needs vote from executive committee)
3. Program update
  - a. RFP for Managed IT/Cybersecurity services (executive committee needs to review finalists)
  - b. Kent County/CGI termination agreement (needs vote from executive committee)
  - c. Programs for discussion/update:
    - i. MSHDA Brownfield Authority concept
    - ii. MEDC RRC conversations
    - iii. Electric vehicle fleet concept with BizFleet

4. Monthly Financial Statements

Please find attached monthly financial statements for June and July 2023

Sincerely,

A handwritten signature in black ink, appearing to read "Samantha Harkins", written in a cursive style.

Samantha Harkins  
CEO, Michigan Municipal Services Authority

# Michigan Municipal Services Authority

Resolution 2023-05  
 Fiscal Year 2023 Budget Amendment 2  
 September 2023

## Fund: General Fund

### Recommended Amendment

#### Revenues

Total net proposed amendment to revenues = \$6,000

Account Number	Account Name	Amended Budget	Recommended Budget	Proposed Amendment Change
671000 [1]	Contract Revenue	\$166,000	\$172,000	6,000
	<b>Total Revenues</b>			<b><u>\$6,000</u></b>

#### Expenditures

Total net proposed amendment to expenditures = \$3,505

Account Number	Account Name	Amended Budget	Recommended Budget	Proposed Amendment Change
701000 [2]	Personal Services	\$57,740	\$59,625	\$1,885
715000 [3]	Social Security & Medicare	4,380	4,600	220
801000 [4]	Professional and Contractual Services	93,600	95,000	1,400
	<b>Total Expenditures</b>			<b><u>\$3,505</u></b>

#### Transfers

Total net proposed amendment to transfers = \$17,019

Account Number	Account Name	Amended Budget	Recommended Budget	Proposed Amendment Change
699273 [5]	Interfund Transfer In-FMS	\$72,500	\$89,519	\$17,019
	<b>Total Revenues</b>			<b><u>\$17,019</u></b>



## Tickmark Legend

- [1] Increase to reflect actual revenue from Lincoln Institute and MEDC webinar.
- [2] Increase to reflect actual payroll and payroll fees.
- [3] Increase to reflect actual social security & Medicare fees.
- [4] Increase to reflect actual professional and contractual services fees.
- [5] Increase to reflect estimated revenues transferred when closing out FMS fund at year end.

## Fund: Financial Management System Fund

### Recommended Amendment

#### Revenues

Total net proposed amendment to revenues = \$259,362

Account Number	Account Name	Amended Budget	Recommended Budget	Proposed Amendment Change
671000 [6]	Contract Revenue	\$1,109,000	\$1,368,362	\$259,362
	<b>Total Revenues</b>			<b><u>\$259,362</u></b>

#### Expenditures

Total net proposed amendment to expenditures = \$242,343

Account Number	Account Name	Amended Budget	Recommended Budget	Proposed Amendment Change
801000 [7]	Professional and Contractual Services	\$1,036,500	\$1,278,843	\$242,343
	<b>Total Expenditures</b>			<b><u>\$242,343</u></b>

#### Transfers

Total net proposed amendment to transfers = \$17,019

Account Number	Account Name	Amended Budget	Recommended Budget	Proposed Amendment Change
995101 [8]	Transfer Out – GF	\$72,500	\$89,519	\$17,019
	<b>Total Revenues</b>			<b><u>\$17,019</u></b>

### Tickmark Legend

**[6]** Increase to reflect Kent County participating in FY23.

**[7]** Increase to reflect Kent County participating in FY23.

**[8]** Increase to reflect estimated revenues transferred when closing out FMS fund at year-end.



## Michigan Municipal Services Authority

### RESOLUTION 2023-06

#### FY 2023-2024 Budget Time Schedule

The Executive Committee (the “**Executive Committee**”) of the Michigan Municipal Services Authority (the “**Authority**”) hereby resolves that the following budget time schedule is approved for the Authority in compliance with the Uniform Budgeting and Accounting Act, 1968 PA 2, as amended, MCL 141.421 to 141.440a, for the fiscal year ending on September 30, 2024:

<b>On or About</b>	<b>Budget Process Item</b>
April 15, 2023	Chief administrative officer requests the Authority’s provider of administrative services to provide information necessary and essential for preparation of recommended FY 2023-2024 budget, including for any budgetary centers of the Authority.
May 1, 2023	Authority’s provider of administrative services on behalf of any budgetary centers of the Authority present the chief administrative officer with information requested relating to FY 2023-2024 budget.
May 12, 2023	Chief administrative officer presents recommended FY 2023-2024 Budget and draft general appropriations act to the Executive Committee.
September 8, 2023	Public hearing on budget at regular meeting of the Executive Committee.
September 8, 2023	Executive Committee adopts budget.

#### **Secretary’s Certification:**

I certify that this resolution was duly adopted by the authority of the Executive Committee of the Michigan Municipal Services Authority at a properly noticed open meeting held with a quorum present on May 12, 2023.

By: \_\_\_\_\_  
Name  
MMSA Secretary

**NOTICE OF PUBLIC HEARING**

A public hearing is scheduled for 10:30 a.m. on Friday, September 8, 2023 at a regular meeting of the executive committee of the Michigan Municipal Services Authority (the "Authority") held at 201 Townsend Street, Suite 900, Lansing, Michigan 48933 for the purpose of discussing adoption of the budget for the Authority for the 2023-2024 fiscal year. The meeting will be held in compliance with the Open Meetings Act, 1976 PA 267, as amended, MCL 15.261 to 15.275. A copy of the proposed budget is available for public inspection at 201 Townsend St., Ste. 900, Lansing, MI 48933 and [www.michiganmsa.org](http://www.michiganmsa.org).

**THE PROPERTY TAX MILLAGE RATE PROPOSED  
TO BE LEVIED TO SUPPORT THE PROPOSED BUDGET  
WILL BE A SUBJECT OF THIS HEARING.\***

\*Note: This notice is printed in compliance with 1963 (2nd Ex Sess) PA 43, as amended, MCL 141.411 to 141.415. The Authority is not authorized to levy taxes.

Kathleen Lomako  
Authority Secretary

Dykema-2



Michigan Municipal Services Authority

**RECOMMENDED BUDGET**  
**Fiscal Year 2023-2024**

September 8, 2023

The chief administrative officer of the Michigan Municipal Services Authority (the “Authority”) presents this recommended budget for the Authority for its fiscal year beginning on October 1, 2023 and ending on September 30, 2024:

**General Fund**

	FY 2021-2022 Actual	FY 2022-2023 Projected	FY 2023-2024
<i>REVENUE</i>			
671000 Contract Revenue	\$155,000	\$166,000	\$166,000
676000 Reimbursement	86	0	0
699273 Transfer In	139,755	72,500	72,500
Total Revenue and Other Sources	\$294,841	\$238,500	\$238,500
<i>EXPENDITURES</i>			
701000 Personal Services	\$57,966	\$57,740	\$57,740
715000 FUTA Taxes	110	375	375
715000 Social Security & Medicare	4,447	4,380	4,380
718000 Insurance – Health	5,629	10,325	10,325
Total Salary and Fringes	\$68,152	\$72,820	\$72,820
752000 Office Expense	\$1,390	\$3,000	\$3,000
801000 Professional and Contractual Services	93,378	93,600	93,600
801500 Office Rent	6,057	0	0
802000 Legal Services	6,861	18,000	18,000
803000 Accounting Services	12,416	16,500	16,500
803500 Audit	11,400	11,800	12,300
804000 Bank Service Charges	725	200	200
805000 HR and Benefits Consulting	0	250	0
806000 Program Development	0	5,000	5,000
840000 Insurance	5,533	8,400	8,400

861000 Mileage Reimbursement	304	700	700
910000 Professional Development	0	0	0
913000 Conference Expense	0	0	0
950000 Miscellaneous	1,498	2,000	2,000
Total Operating Expenses	\$139,562	\$159,450	\$159,700
Total Expenditures and Other Uses	\$207,714	\$232,270	\$232,520
Net Revenues (Expenditures)	\$87,127	\$6,230	\$5,980
Beginning Fund Balance	\$354,043	\$441,170	\$447,400
Ending Fund Balance	\$441,170	\$447,400	\$453,380

**Financial Management Services Fund (special revenue)**

	FY 2021-2022 Actual	FY 2022-2023 Projected	FY 2023-2024
<b>REVENUE</b>			
671000 Contract Revenue	\$2,146,920	\$1,109,000	\$1,109,000
<b>Total Revenue and Other Sources</b>	<b>\$2,146,920</b>	<b>\$1,109,000</b>	<b>\$1,109,000</b>
<b>EXPENDITURES</b>			
801000 Professional and Contractual Services	\$2,007,165	\$1,036,500	\$1,036,500
995101 Transfer Out – GF	139,755	72,500	72,500
<b>Total Expenditures and Other Sources</b>	<b>\$2,146,920</b>	<b>\$1,109,000</b>	<b>\$1,109,000</b>
<b>Net Revenues (Expenditures)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Beginning Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Ending Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**MICHIGAN MUNICIPAL SERVICES AUTHORITY**  
EXECUTIVE COMMITTEE

RESOLUTION 2023-07  
FY 2023-2024 General Appropriations Act

The Executive Committee of the Michigan Municipal Services Authority ("Authority") resolves:

**Section 1. Title.** This resolution shall be known and may be cited as the "Michigan Municipal Services FY 2023-2024 General Appropriations Act".

**Section 2. Public Hearing.** In compliance with 1963 PA 43 (2nd Ex Sess), MCL 141.411 to 141.415, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on September 1, 2023 and a public hearing on the proposed budget was held by the Executive Committee on September 8, 2023.

**Section 3. Millage Levy.** The Authority is not authorized to levy property taxes.

**Section 4. Adoption of Budget by Activity.** The Executive Committee adopts the budget for the Authority for the fiscal year ending on September 30, 2024 by activity. Authority officials responsible for the expenditures authorized in the budget may expend Authority funds up to, but not to exceed, the total appropriation authorized for each activity.

**Section 5. Payment of Bills.** All claims or bills against the Authority must be approved by the Executive Committee before payment by the Authority. However, the treasurer may pay certain claims or bills before payment is approved by the Executive Committee to avoid late penalties, service charges, or interest. Any claims or bills paid before approval by the Executive Committee must be reported by the treasurer to the Executive Committee for approval at the next meeting of the Executive Committee.

**Section 6. Estimated Revenues and Expenditures.** Estimated total revenues and expenditures for the various funds of the Authority are:

<u>Fund</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>Transfers</u>
General Operating Fund	\$166,000	\$232,520	\$72,500
Financial Management Services Fund (special revenue)	\$1,109,000	\$1,036,500	(\$72,500)



**General Fund**

Year Ending

9/30/2024

**RECOMMENDATION**

## OPERATING REVENUES

Intergovernmental	166,000
<b>TOTAL OPERATING REVENUES</b>	<b>166,000</b>

## EXPENDITURES

## SALARY AND FRINGES

701000 - Personal Services	57,740
710000 - FUTA Taxes	375
715000 - Social Security & Medicare	4,380
718000 - Insurance - Health	10,325
<b>TOTAL SALARY AND FRINGES</b>	<b>72,820</b>

## OPERATING EXPENSES

752000 - Office Expense	3,000
801000 - Professional and Contractual Services	93,600
802000 - Legal	18,000
803000 - Accounting	16,500
803500 - Audit	12,300
804000 - Bank Service Charges	200
806000 - Program Development	5,000
840000 - Insurance	8,400
861000 - Mileage Reimbursement	700
910000 - Professional Development	0
913000 - Conference Expenses	0
955000 - Miscellaneous	2,000
<b>TOTAL OPERATING EXPENSES</b>	<b>159,700</b>

## TOTAL EXPENDITURES

232,520

## OPERATING INCOME (LOSS)

(66,520)

## TRANSFERS

Transfers in	72,500
Transfers out	0

## CHANGE IN NET POSITION

5,980

## BEGINNING NET POSITION

447,400

## ENDING NET POSITION

453,380

Financial Management Services Fund	Year Ending 9/30/2024
	RECOMMENDATION
OPERATING REVENUES	
Intergovernmental	1,109,000
TOTAL OPERATING REVENUES	1,109,000
EXPENDITURES	
OPERATING EXPENSES	
801000 - Professional and Contractual Services	1,036,500
TOTAL OPERATING EXPENSES	1,036,500
TOTAL EXPENDITURES	1,036,500
OPERATING INCOME (LOSS)	72,500
TRANSFERS	
Transfers in	
Transfers out	(72,500)
CHANGE IN NET POSITION	0
BEGINNING NET POSITION	0
ENDING NET POSITION	0

**Section 7. Periodic Financial Reports.** The treasurer shall provide the Executive Committee at its meeting immediately following the end of each fiscal quarter, and at the final meeting of the Executive Committee of the fiscal year, a report of fiscal year to date revenues and expenditures compared to the budgeted amounts for the fiscal year.

**Section 8. Budget Monitoring.** Whenever it appears to the MMSA Administrator of the Authority that the actual and probable revenues in any fund of the Authority will be less than the estimated revenues upon which appropriations from the fund were based, and when it appears that expenditures will exceed an appropriation, the MMSA Administrator shall present recommendations to the Executive Committee to prevent expenditures from exceeding available revenues or appropriations for the fiscal year. The recommendations must include proposals for reducing appropriations, increasing revenues, or both.

**Section 10. Adoption.** Motion made by \_\_\_\_\_. Seconded by \_\_\_\_\_ to adopt this resolution as the general appropriations act for the Authority for the fiscal year ending September 30, 2024. Upon a roll call vote, the following members of the Executive Committee voted yes:

The following noted voted no:

*Secretary's Certification:*

I certify that this resolution was duly adopted by the Executive Committee of the Michigan Municipal Services Authority at a properly noticed open meeting held with a quorum present on **September 8, 2023**.

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MMSA Secretary

## TERMINATION AGREEMENT

This Termination Agreement is between CGI Technologies and Solutions Inc. (“**CGI**”), a Delaware corporation, the Michigan Municipal Services Authority (the “**MMSA**”), a Michigan public body corporate, and Kent County (the “**County**”), a Michigan public body corporate.

WHEREAS:

CGI, MMSA, the County, and the City of Grand Rapids, Michigan are party to the FMS Program–CGI Advantage360 Service Agreement, dated March 31, 2015, as amended, (the “**Program Agreement**”).

The MMSA, the County, and CGI are party to a participation agreement dated March 31, 2015 (the “**Participation Agreement**”), which provides for the County’s status as a “Participating Municipality” under the Program Agreement.

Both the Program Agreement and the Participation Agreement remain in full force and effect.

In conjunction with the Program Agreement and the Participation Agreement, the County and CGI are party to an implementation and support services agreement dated March 31, 2015 (the “**ISS Agreement**”).

Under the Participation Agreement and the Program Agreement, CGI provides the County with cloud-based financial management system software known as CGI Advantage360®.

The County wants to contract directly with CGI for the purchase and use of different products and services from CGI.

To facilitate the County’s transition to a contract directly with CGI, the parties want to settle any outstanding claims under the Program Agreement, the Participation Agreement, and the ISS Agreement, and provide for the termination of certain agreements.

NOW THEREFORE: the parties agree as follows:

### 1 **Defined Terms**

Defined terms used but not defined in this Termination Agreement are as defined in the Program Agreement or the Participation Agreement.

### 2 **Termination of Agreements**

- (a) The Participation Agreement and the ISS Agreement will terminate on the date on which County’s signature is affixed to this Termination Agreement (the “**End Date**”).
- (b) On and after the End Date, the County will not be a Participating Municipality under the Program Agreement.
- (c) On and after the End Date, the County will have no further obligations to the MMSA or CGI under the Participation Agreement, the Program Agreement, or the ISS Agreement.

- (d) On and after the End Date, the MMSA will have no further obligations to the County under the Participation Agreement or the Program Agreement and the MMSA will have no further obligations to CGI under the Participation Agreement.
- (e) Except as set forth herein or in a separate direct contract between CGI and the County, on and after the End Date, CGI will have no further obligations to the County under the Participation Agreement, the Program Agreement, or the ISS Agreement
- (f) On and after the End Date, CGI will have no further obligations to the MMSA under the Participation Agreement.

**3 Prorated Payment of Subscription Fees for CGI Advantage 360®**

- (a) Within 30 days of the End Date, the County shall pay \$259,519.19 to the MMSA for prorated Year 7 Annual SaaS Subscription fees and administration fees owed by the County under the Participation Agreement and the Program Agreement.
- (b) Within 10 days of receipt of the payment under section 3(a), the MMSA shall pay \$242,541.31 to CGI for the County's prorated portion of the Year 7 Annual SaaS Subscription fees payable by the MMSA to CGI under the Program Agreement.
- (c) The County shall pay \$2,657.99 to CGI (for the equivalent of prorated SaaS Subscription fees otherwise payable to CGI by the County under the Participation Agreement and the Program Agreement if the Participation Agreement and Program Agreement remain in effect) for each day the County continues to use CGI Advantage 360® after the End Date.
- (d) Payment by the County of money required to be paid by the County to the MMSA under this section 3 satisfies all obligations of the County to the MMSA for Year 7 Annual SaaS Subscription fees and administration fees under the Participation Agreement and the Program Agreement and for the any continued use by the County of CGI Advantage 360® after the End Date pursuant to section 3(c).
- (e) Payment by the MMSA of money required to be paid by the MMSA to CGI under this section 3 satisfies all obligations of the MMSA to CGI for the County's portion of Year 7 Annual SaaS Subscription fees under the Program Agreement.
- (f) An obligation of a party to pay money under this section 3 will survive the termination of the Participation Agreement and the Program Agreement.

**4 Other Participating Municipality**

This Termination Agreement does not alter any other contractual agreements between the MMSA, CGI, and another Participating Municipality.

**5 Effect of Agreement**

Subject to this Termination Agreement, the parties intend to terminate the Participation Agreement and contractual relationship between the County and MMSA. If this

Termination Agreement conflicts with a provision of the Program Agreement, the Participation Agreement, or the ISS Agreement, this Termination Agreement will control.

6 **Governing Law**

Michigan law governs any adversarial proceeding arising out of this agreement.

7 **Releases**

- (a) Except for obligations assumed in this Termination Agreement, the County hereby releases CGI and MMSA, and each of their respective directors, officers, agents, employees, representatives, insurers, parents, and subsidiaries, from any claims that County may have against the others arising out of or relating to the Program Agreement, Participation Agreement and ISS Agreement (the “360 Agreements”).
- (b) Except for obligations assumed in this Termination Agreement, CGI hereby releases the County, and each of its directors, officers, agents, employees, representatives, insurers, departments, and agencies, from any claims that CGI may have against the County arising out of or relating to the 360 Agreements.
- (c) Except for obligations assumed in this Termination Agreement, CGI hereby releases the MMSA and each of its directors, officers, agents, employees, representatives, insurers, parents, and subsidiaries, from any claims that CGI may have against the MMSA arising out of the Program Agreement and pertaining to the County County, and arising out of the Participation Agreement.
- (d) Except for obligations assumed in this Termination Agreement, the MMSA hereby releases the County and each of its directors, officers, agents, employees, representatives, insurers, departments, and agencies, from any claims that either may have against the other arising out of or relating to the 360 Agreements.
- (e) Except for obligations assumed in this Termination Agreement, the MMSA hereby releases CGI and each of its directors, officers, agents, employees, representatives, insurers, parents, and subsidiaries, from any claims that MMSA may have against the CGI arising out of the Program Agreement and pertaining to the County, and arising out of the Participation Agreement.

8 **Counterparts and Authority**

If the parties sign this Termination Agreement in several counterparts, each will be deemed an original, but all counterparts together will constitute one instrument. Each signatory states that they have the authority to sign this Termination Agreement and that they intend for the other parties to rely on this statement.

9 **Severability**

The parties acknowledge that if a dispute between the parties arises out of this Termination Agreement or the subject matter of this agreement, they would want the court to interpret this Termination Agreement as follows:

- (1) with respect to any provision that it holds to be unenforceable, by modifying that provision to the minimum extent necessary to make it enforceable or, if that modification is not permitted by law, by disregarding that provision;
- (2) if an unenforceable provision is modified or disregarded in accordance with this section 9, by holding that the rest of this Termination Agreement will remain in effect as written;
- (3) by holding that any unenforceable provision will remain as written in any circumstances other than those in which the provision is held to be unenforceable; and
- (4) if modifying or disregarding the unenforceable provision would result in failure of an essential purpose of this agreement, by holding this entire Termination Agreement unenforceable.

10 **Modification; Waiver**

No amendment of this Termination Agreement will be effective unless it is in writing and signed by the parties. No waiver under this Termination Agreement will be effective unless it is in writing and signed by the party granting the waiver. A waiver granted on one occasion will not operate as a waiver on other occasions.

11 **Effectiveness; Date**

This Termination Agreement will become effective when all the parties have signed it. The date this Termination Agreement is signed by the last party to sign it (as indicated by the date associated with that party's signature) will be deemed the date of this agreement. If any party signs but fails to date a signature, the date that the MMSA receives that signing party's signature will be deemed to be the date that the signing party signed this agreement.

Each party is signing this Termination Agreement on the date stated opposite that party's signature.

*[signature pages follow]*

CGI TECHNOLOGIES AND SOLUTIONS INC.

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Title



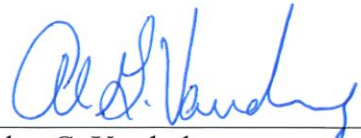
MICHIGAN MUNICIPAL SERVICES  
AUTHORITY

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Angela Rogensues  
Executive Committee Chairperson

KENT COUNTY

Date: 7-18-2023

By:   
\_\_\_\_\_  
Alan G. Vanderberg  
Kent County Administrator/Controller

110122.000001 4858-7454-8333.2

INVOICE

**MICHIGAN MUNICIPAL SERVICES AUTHORITY**

PO BOX 12012, LANSING MI 48901-2012

**Financial Management System (FMS) Program**

**Date: 08/09/23**

**To: County of Kent, Michigan**

Jeff Dood, Fiscal Services Director

(616) 632-7691

[jeff.dood@kentcountymi.gov](mailto:jeff.dood@kentcountymi.gov)

[FSFiscal@kentcountymi.gov](mailto:FSFiscal@kentcountymi.gov)

INVOICE DATE	INVOICE NUMBER	VENDOR	DESCRIPTION	AMOUNT
08/09/23	US002132862	CGI - Technologies and Solutions	Prorated Year 7 Annual SaaS Subscription	\$242,541.25
	CGI2023	MMSA	Administration fee (7%)	\$16,977.89

**TOTAL DUE: \$259,519.14**

**ELECTRONIC PAYMENT INFORMATION:**

Bank: Fifth Third Bank

Address: 5050 Kingsley Drive, Cincinnati, OH 45227

Account #: 7169301244

Domestic Wires ABA: 042000314

ACH Payments ABA: 072400052

**DIRECT INQUIRIES TO:**

Samantha Harkins, CEO, MMSA

(517) 285-9886

[ceo@michiganmsa.org](mailto:ceo@michiganmsa.org)



**Plante & Moran, PLLC**  
P.O. Box 307  
3000 Town Center, Suite 100  
Southfield, MI 48075  
Tel: 248.352.2500  
Fax: 248.352.0018  
plantemoran.com

July 10, 2023

To: Samantha Harkins, CEO  
Michigan Municipal Services Authority (MMSA) Board of Directors

**Re: June 2023 Monthly Statements**

Enclosed are the following Monthly Statements for your review:

1. Revenue & Expenditure Report – General Fund
2. Revenue & Expenditure Report – Financial Management System Fund
3. Revenue & Expenditure Report – All Funds
4. Balance Sheet
5. Check Register
6. Bank Account Reconciliation
7. Bank Statement

Please contact Kari Shea (248-223-3287) or Kelly Schimmoeller (734-302-6456) with any questions.

Thank you.

*Disclaimer: These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them.*



**Michigan Municipal Services Authority**  
**REVENUE AND EXPENDITURE REPORT**  
**As of June 30, 2023**

	Year Ending 09/30/2022	Year Ending 09/30/2023		Year To Date 06/30/2023	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BDGT
<b>Revenue</b>					
671000 - Contract Revenue	155,000	166,000	166,000	124,500	75.00 %
676000 - Reimbursement	86	0	0	0	0.00 %
<b>Total Revenue</b>	<u>155,086</u>	<u>166,000</u>	<u>166,000</u>	<u>124,500</u>	<u>75.00 %</u>
<b>Expenses</b>					
<b>Salary and Fringes</b>					
701000 - Personal Services	57,966	57,740	57,740	41,836	72.45 %
710000 - FUTA Taxes	110	375	375	0	0.00 %
715000 - Social Security & Medicare	4,447	4,380	4,380	3,236	73.89 %
718000 - Insurance - Health	5,629	6,255	10,325	8,195	79.37 %
<b>Total Salary and Fringes</b>	<u>68,152</u>	<u>68,750</u>	<u>72,820</u>	<u>53,267</u>	<u>73.15 %</u>
<b>Operating</b>					
752000 - Office Expense	1,390	2,000	3,000	1,883	62.76 %
801000 - Professional and Contractual Services	93,378	93,600	93,600	67,080	71.67 %
801500 - Office Rent	6,057	0	0	0	0.00 %
802000 - Legal	6,861	18,000	18,000	0	0.00 %
803000 - Accounting	12,416	16,500	16,500	8,420	51.03 %
803500 - Audit	11,400	11,800	11,800	11,800	100.00 %
804000 - Bank Service Charges	725	1,200	200	94	46.85 %
805000 - HR and Benefits Consulting	0	250	250	0	0.00 %
806000 - Program Development	0	5,000	5,000	0	0.00 %
840000 - Insurance	5,533	8,000	8,400	6,179	73.57 %
861000 - Mileage Reimbursement	304	500	700	285	40.70 %
955000 - Miscellaneous	1,498	2,000	2,000	0	0.00 %
<b>Total Operating</b>	<u>139,562</u>	<u>158,850</u>	<u>159,450</u>	<u>95,741</u>	<u>60.04 %</u>
<b>Total Expenses</b>	<u>207,714</u>	<u>227,600</u>	<u>232,270</u>	<u>149,008</u>	<u>64.15 %</u>
<b>Revenue in Excess of Expenses</b>	<u>(52,628)</u>	<u>(61,600)</u>	<u>(66,270)</u>	<u>(24,508)</u>	<u>36.98 %</u>
<b>Transfers</b>					
699273 - Interfund Transfer In - FMS	139,755	71,840	72,500	0	0.00 %
<b>Total Transfers</b>	<u>139,755</u>	<u>71,840</u>	<u>72,500</u>	<u>0</u>	<u>0.00 %</u>
<b>Change in Equity</b>	<u>87,127</u>	<u>10,240</u>	<u>6,230</u>	<u>(24,508)</u>	<u>(393.39) %</u>

These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them.

## Michigan Municipal Services Authority REVENUE AND EXPENDITURE REPORT As of June 30, 2023

	Year Ending 09/30/2022	Year Ending 09/30/2023		Year To Date 06/30/2023	% BDGT
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
Revenue					
671000 - Contract Revenue	2,146,920	2,079,010	1,109,000	1,108,843	99.99 %
Total Revenue	<u>2,146,920</u>	<u>2,079,010</u>	<u>1,109,000</u>	<u>1,108,843</u>	<u>99.99 %</u>
Expenses					
Operating					
801000 - Professional and Contractual Services	2,007,165	2,007,170	1,036,500	1,036,302	99.98 %
Total Operating	<u>2,007,165</u>	<u>2,007,170</u>	<u>1,036,500</u>	<u>1,036,302</u>	<u>99.98 %</u>
Total Expenses	<u>2,007,165</u>	<u>2,007,170</u>	<u>1,036,500</u>	<u>1,036,302</u>	<u>99.98 %</u>
Revenue in Excess of Expenses	<u>139,755</u>	<u>71,840</u>	<u>72,500</u>	<u>72,541</u>	<u>100.06 %</u>
Transfers					
995101 - Transfer Out - GF	(139,755)	(71,840)	(72,500)	0	0.00 %
Total Transfers	<u>(139,755)</u>	<u>(71,840)</u>	<u>(72,500)</u>	<u>0</u>	<u>0.00 %</u>
Change in Equity	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>72,541</u></u>	<u><u>0.00 %</u></u>

These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them.

**Michigan Municipal Services Authority**  
**REVENUE AND EXPENDITURE REPORT**  
**As of June 30, 2023**

	Year Ending 09/30/2022	Year Ending 09/30/2023		Year To Date 06/30/2023	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BDGT
<b>Revenue</b>					
671000 - Contract Revenue	2,301,920	2,245,010	1,275,000	1,233,343	96.73 %
676000 - Reimbursement	86	0	0	0	0.00 %
<b>Total Revenue</b>	<u>2,302,006</u>	<u>2,245,010</u>	<u>1,275,000</u>	<u>1,233,343</u>	<u>96.73 %</u>
<b>Expenses</b>					
<b>Salary and Fringes</b>					
701000 - Personal Services	57,966	57,740	57,740	41,835	72.45 %
710000 - FUTA Taxes	110	375	375	0	0.00 %
715000 - Social Security & Medicare	4,447	4,380	4,380	3,237	73.89 %
718000 - Insurance - Health	5,629	6,255	10,325	8,195	79.37 %
<b>Total Salary and Fringes</b>	<u>68,152</u>	<u>68,750</u>	<u>72,820</u>	<u>53,267</u>	<u>73.15 %</u>
<b>Operating</b>					
752000 - Office Expense	1,390	2,000	3,000	1,883	62.76 %
801000 - Professional and Contractual Services	2,100,543	2,100,770	1,130,100	1,103,382	97.64 %
801500 - Office Rent	6,057	0	0	0	0.00 %
802000 - Legal	6,861	18,000	18,000	0	0.00 %
803000 - Accounting	12,416	16,500	16,500	8,420	51.03 %
803500 - Audit	11,400	11,800	11,800	11,800	100.00 %
804000 - Bank Service Charges	725	1,200	200	94	46.85 %
805000 - HR and Benefits Consulting	0	250	250	0	0.00 %
806000 - Program Development	0	5,000	5,000	0	0.00 %
840000 - Insurance	5,533	8,000	8,400	6,179	73.57 %
861000 - Mileage Reimbursement	304	500	700	285	40.70 %
955000 - Miscellaneous	1,498	2,000	2,000	0	0.00 %
<b>Total Operating</b>	<u>2,146,727</u>	<u>2,166,020</u>	<u>1,195,950</u>	<u>1,132,043</u>	<u>94.66 %</u>
<b>Total Expenses</b>	<u>2,214,879</u>	<u>2,234,770</u>	<u>1,268,770</u>	<u>1,185,310</u>	<u>93.42 %</u>
<b>Revenue in Excess of Expenses</b>	<u>87,127</u>	<u>10,240</u>	<u>6,230</u>	<u>48,033</u>	<u>771.00 %</u>
<b>Transfers</b>					
699273 - Interfund Transfer In - FMS	139,755	71,840	72,500	0	0.00 %
995101 - Transfer Out - GF	(139,755)	(71,840)	(72,500)	0	0.00 %
<b>Total Transfers</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00 %</u>
<b>Change in Equity</b>	<u>87,127</u>	<u>10,240</u>	<u>6,230</u>	<u>48,033</u>	<u>771.00 %</u>

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## Michigan Municipal Services Authority COMPARATIVE BALANCE SHEET

	PERIOD ENDED 09/30/2022	PERIOD ENDED 06/30/2023	CHANGE	% CHANGE
<b>ASSETS</b>				
Current Assets				
Bank Accounts	1,560,489	489,202	(1,071,286)	(68.65) %
Other Current Assets				
040000 - Accounts Receivable	(1,108,844)	0	1,108,843	(100.00) %
123000 - Prepaid Expenses	2,284	0	(2,284)	(100.00) %
Total Other Assets	(1,106,560)	0	1,106,559	(100.00) %
Total Current Assets	453,929	489,202	35,273	7.77 %
<b>TOTAL ASSETS</b>	<b>453,929</b>	<b>489,202</b>	<b>35,273</b>	<b>7.77 %</b>
<b>LIABILITIES AND EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
202000 - Accounts Payable	12,468	0	(12,468)	(100.00) %
Total Accounts Payable	12,468	0	(12,468)	(100.00) %
Other Current Liabilities				
257000 - Accrued Salaries Wages	292	0	(292)	(100.00) %
Total Other Current Liabilities	292	0	(292)	(100.00) %
Total Current Liabilities	12,760	0	(12,760)	(100.00) %
Total Liabilities	12,760	0	(12,760)	(100.00) %
Equity				
390000 - Fund Balance - Unassigned	354,042	441,169	87,127	24.60 %
Net Revenue	87,127	48,033	(39,094)	(44.87) %
Total Equity	441,169	489,202	48,033	10.88 %
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>453,929</b>	<b>489,202</b>	<b>35,273</b>	<b>7.77 %</b>

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Created on: 07/05/2023, 3:26 PM EDT



## Michigan Municipal Services Authority Check register

Date	Vendor	Document no.	Amount Cleared
	<b>Bank: Bill.com Clearing - Bill.com Clearing</b>	<b>Account no:</b>	
06/02/2023	10032--Hundred Place Consulting, LLC		4,680.00 In Transit
06/06/2023	10029--Vettraino Consulting, LLC		3,120.00 In Transit
	<b>Total for Bill.com Clearing</b>		<b>7,800.00</b>
	<b>Bank: Fifth Third - 1244 - Firth Third</b>	<b>Account no: 7169301244</b>	
06/05/2023	10015--Gusto		45.00 06/30/2023
06/08/2023	10015--Gusto		695.32 06/30/2023
06/22/2023	10015--Gusto		695.32 06/30/2023
06/28/2023	10005--BCBSM		859.98 06/30/2023
	<b>Total for Fifth Third - 1244</b>		<b>2,295.62</b>

# Michigan Municipal Services Authority

## Reconciliation report

As of 06/30/2023  
Account: 5/3 Checking

Statement ending balance	489,202.44
Deposits in transit	0.00
Outstanding checks and charges	0.00
Adjusted bank balance	489,202.44
Book balance	489,202.44
Adjustments*	0.00
Adjusted book balance	489,202.44

Total Checks and charges Cleared	13,441.58	Total Deposits Cleared	0.00
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### Deposits

Name	Memo	Date	Doc no.	Cleared	In transit
Total Deposits				0.00	0.00

### Checks and charges

Name	Memo	Date	Check no.	Cleared	Outstanding
General Ledger entry	BILL 06/02/23 Payables Funding	06/02/2023		4,680.00	
Gusto	May 2023 Invoice	06/05/2023		45.00	
General Ledger entry	BILL 06/06/23 Payables Funding	06/06/2023		3,120.00	
Gusto	06.08.2023 Payroll	06/08/2023		695.32	
General Ledger entry	06.08.23 Payroll	06/08/2023		1,672.98	
General Ledger entry	06.22.23 Payroll	06/22/2023		1,672.98	
Gusto	06.22.2023 Payroll	06/22/2023		695.32	
BCBSM	Health Care Premium July 2023	06/28/2023		859.98	
<b>Total Checks and charges</b>				<b>13,441.58</b>	<b>0.00</b>



FIFTH THIRD BANK

(WESTERN MICHIGAN)  
P.O. BOX 630900 CINCINNATI OH 45263-0900

MICHIGAN MUNICIPAL SERVICE  
200 TOWNSEND ST STE 900  
LANSING MI 48933



0

4750

Statement Period Date: 6/1/2023 - 6/30/2023

Account Type: COMM'L 53 ANALYZED

Account Number: [REDACTED]

Banking Center: Grand Rapids

Banking Center Phone: 616-653-5440

Commercial Client Services: 866-475-0729

**Account Summary - [REDACTED]**

<b>06/01</b>	<b>Beginning Balance</b>	<b>\$502,644.02</b>	Number of Days in Period	30
	Checks			
8	Withdrawals / Debits	\$(13,441.58)		
	Deposits / Credits			
<b>06/30</b>	<b>Ending Balance</b>	<b>\$489,202.44</b>		

**Withdrawals / Debits**

**8 items totaling \$13,441.58**

<b>Date</b>	<b>Amount</b>	<b>Description</b>
06/02	4,680.00	Bill.com Payables 016EKWRTZ2O24UM Michigan Municipal Ser Hundred Place Consulting, LLC Bill.com 016EKWRTZ2O24UM Inv #1082 060223
06/06	45.00	GUSTO 3qhk FEE 555476 6semjucob3k MICHIGAN MUNICIPAL SER 060623
06/06	3,120.00	Bill.com Payables 016YZZTWA2O6SHY Michigan Municipal Ser Jaymes Vettraino Bill.com 016YZZTWA2O6SHY Inv #2365 060623
06/07	695.32	GUSTO 6SEMJMSAM8Q TAX 578778 6semjudcqf9 MICHIGAN MUNICIPAL SER 060723
06/07	1,672.98	GUSTO 6SEMJMSAM8P NET 578777 6semjudcqf0 MICHIGAN MUNICIPAL SER 060723
06/21	695.32	GUSTO 6SEMJMSJ1HL TAX 852469 6semjugdju9 MICHIGAN MUNICIPAL SER 062123
06/21	1,672.98	GUSTO 6SEMJMSJ1HK NET 852468 6semjugdju8 MICHIGAN MUNICIPAL SER 062123
06/28	859.98	BCBS Michigan PREMIUM MS283851 MICHIGAN MUNICIPAL SER 062823

**Daily Balance Summary**

<b>Date</b>	<b>Amount</b>	<b>Date</b>	<b>Amount</b>	<b>Date</b>	<b>Amount</b>
06/02	497,964.02	06/07	492,430.72	06/28	489,202.44
06/06	494,799.02	06/21	490,062.42		

PLEASE NOTE THAT WE HAVE UPDATED OUR ACCOUNT RULES AND TERMS & CONDITIONS. DISCLOSURES CAN BE VIEWED ONLINE AT: COMMERCIAL ACCOUNT RULES: 53.COM/TM-CA-RULES TREASURY MANAGEMENT TERMS & CONDITIONS: 53.COM/TM-TC



**Plante & Moran, PLLC**  
P.O. Box 307  
3000 Town Center, Suite 100  
Southfield, MI 48075  
Tel: 248.352.2500  
Fax: 248.352.0018  
plantemoran.com

August 7, 2023

To: Samantha Harkins, CEO  
Michigan Municipal Services Authority (MMSA) Board of Directors

**Re: July 2023 Monthly Statements**

Enclosed are the following Monthly Statements for your review:

1. Revenue & Expenditure Report – General Fund
2. Revenue & Expenditure Report – Financial Management System Fund
3. Revenue & Expenditure Report – All Funds
4. Balance Sheet
5. Check Register
6. Bank Account Reconciliation
7. Bank Statement

Please contact Kari Shea (248-223-3287) or Kelly Schimmoeller (734-302-6456) with any questions.

Thank you.

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**Michigan Municipal Services Authority**  
**REVENUE AND EXPENDITURE REPORT**  
As of July 31, 2023

	Year Ending 09/30/2022	Year Ending 09/30/2023		Year To Date 07/31/2023	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BDGT
<b>Revenue</b>					
671000 - Contract Revenue	155,000	166,000	166,000	129,500	78.01 %
676000 - Reimbursement	86	0	0	0	0.00 %
<b>Total Revenue</b>	<u>155,086</u>	<u>166,000</u>	<u>166,000</u>	<u>129,500</u>	<u>78.01 %</u>
<b>Expenses</b>					
<b>Salary and Fringes</b>					
701000 - Personal Services	57,966	57,740	57,740	46,281	80.15 %
710000 - FUTA Taxes	110	375	375	0	0.00 %
715000 - Social Security & Medicare	4,447	4,380	4,380	3,573	81.58 %
718000 - Insurance - Health	5,629	6,255	10,325	9,055	87.70 %
<b>Total Salary and Fringes</b>	<u>68,152</u>	<u>68,750</u>	<u>72,820</u>	<u>58,909</u>	<u>80.90 %</u>
<b>Operating</b>					
752000 - Office Expense	1,390	2,000	3,000	1,973	65.76 %
801000 - Professional and Contractual Services	93,378	93,600	93,600	74,880	80.00 %
801500 - Office Rent	6,057	0	0	0	0.00 %
802000 - Legal	6,861	18,000	18,000	0	0.00 %
803000 - Accounting	12,416	16,500	16,500	8,794	53.30 %
803500 - Audit	11,400	11,800	11,800	11,800	100.00 %
804000 - Bank Service Charges	725	1,200	200	96	48.18 %
805000 - HR and Benefits Consulting	0	250	250	0	0.00 %
806000 - Program Development	0	5,000	5,000	0	0.00 %
840000 - Insurance	5,533	8,000	8,400	7,431	88.46 %
861000 - Mileage Reimbursement	304	500	700	285	40.70 %
955000 - Miscellaneous	1,498	2,000	2,000	0	0.00 %
<b>Total Operating</b>	<u>139,562</u>	<u>158,850</u>	<u>159,450</u>	<u>105,258</u>	<u>66.01 %</u>
<b>Total Expenses</b>	<u>207,714</u>	<u>227,600</u>	<u>232,270</u>	<u>164,167</u>	<u>70.68 %</u>
<b>Revenue in Excess of Expenses</b>	<u>(52,628)</u>	<u>(61,600)</u>	<u>(66,270)</u>	<u>(34,667)</u>	<u>52.31 %</u>
<b>Transfers</b>					
699273 - Interfund Transfer In - FMS	139,755	71,840	72,500	0	0.00 %
<b>Total Transfers</b>	<u>139,755</u>	<u>71,840</u>	<u>72,500</u>	<u>0</u>	<u>0.00 %</u>
<b>Change in Equity</b>	<u>87,127</u>	<u>10,240</u>	<u>6,230</u>	<u>(34,667)</u>	<u>(556.45) %</u>

These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them.

**Michigan Municipal Services Authority**  
**REVENUE AND EXPENDITURE REPORT**  
As of July 31, 2023

	Year Ending	Year Ending		Year To Date	% BDGT
	09/30/2022	09/30/2023	09/30/2023	07/31/2023	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
Revenue					
671000 - Contract Revenue	2,146,920	2,079,010	1,109,000	1,108,843	99.99 %
Total Revenue	<u>2,146,920</u>	<u>2,079,010</u>	<u>1,109,000</u>	<u>1,108,843</u>	<u>99.99 %</u>
Expenses					
Operating					
801000 - Professional and Contractual Services	2,007,165	2,007,170	1,036,500	1,036,302	99.98 %
Total Operating	<u>2,007,165</u>	<u>2,007,170</u>	<u>1,036,500</u>	<u>1,036,302</u>	<u>99.98 %</u>
Total Expenses	<u>2,007,165</u>	<u>2,007,170</u>	<u>1,036,500</u>	<u>1,036,302</u>	<u>99.98 %</u>
Revenue in Excess of Expenses	<u>139,755</u>	<u>71,840</u>	<u>72,500</u>	<u>72,541</u>	<u>100.06 %</u>
Transfers					
995101 - Transfer Out - GF	(139,755)	(71,840)	(72,500)	0	0.00 %
Total Transfers	<u>(139,755)</u>	<u>(71,840)</u>	<u>(72,500)</u>	<u>0</u>	<u>0.00 %</u>
Change in Equity	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>72,541</u></u>	<u><u>0.00 %</u></u>

These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them.

**Michigan Municipal Services Authority**  
**REVENUE AND EXPENDITURE REPORT**  
As of July 31, 2023

	Year Ending	Year Ending		Year To Date	% BDGT
	09/30/2022	09/30/2023	09/30/2023	07/31/2023	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
<b>Revenue</b>					
671000 - Contract Revenue	2,301,920	2,245,010	1,275,000	1,238,343	97.12 %
676000 - Reimbursement	86	0	0	0	0.00 %
<b>Total Revenue</b>	<u>2,302,006</u>	<u>2,245,010</u>	<u>1,275,000</u>	<u>1,238,343</u>	<u>97.12 %</u>
<b>Expenses</b>					
<b>Salary and Fringes</b>					
701000 - Personal Services	57,966	57,740	57,740	46,280	80.15 %
710000 - FUTA Taxes	110	375	375	0	0.00 %
715000 - Social Security & Medicare	4,447	4,380	4,380	3,573	81.58 %
718000 - Insurance - Health	5,629	6,255	10,325	9,056	87.70 %
<b>Total Salary and Fringes</b>	<u>68,152</u>	<u>68,750</u>	<u>72,820</u>	<u>58,909</u>	<u>80.90 %</u>
<b>Operating</b>					
752000 - Office Expense	1,390	2,000	3,000	1,972	65.76 %
801000 - Professional and Contractual Services	2,100,543	2,100,770	1,130,100	1,111,182	98.33 %
801500 - Office Rent	6,057	0	0	0	0.00 %
802000 - Legal	6,861	18,000	18,000	0	0.00 %
803000 - Accounting	12,416	16,500	16,500	8,794	53.30 %
803500 - Audit	11,400	11,800	11,800	11,800	100.00 %
804000 - Bank Service Charges	725	1,200	200	96	48.18 %
805000 - HR and Benefits Consulting	0	250	250	0	0.00 %
806000 - Program Development	0	5,000	5,000	0	0.00 %
840000 - Insurance	5,533	8,000	8,400	7,431	88.46 %
861000 - Mileage Reimbursement	304	500	700	285	40.70 %
955000 - Miscellaneous	1,498	2,000	2,000	0	0.00 %
<b>Total Operating</b>	<u>2,146,727</u>	<u>2,166,020</u>	<u>1,195,950</u>	<u>1,141,560</u>	<u>95.45 %</u>
<b>Total Expenses</b>	<u>2,214,879</u>	<u>2,234,770</u>	<u>1,268,770</u>	<u>1,200,469</u>	<u>94.62 %</u>
<b>Revenue in Excess of Expenses</b>	<u>87,127</u>	<u>10,240</u>	<u>6,230</u>	<u>37,874</u>	<u>607.93 %</u>
<b>Transfers</b>					
699273 - Interfund Transfer In - FMS	139,755	71,840	72,500	0	0.00 %
995101 - Transfer Out - GF	(139,755)	(71,840)	(72,500)	0	0.00 %
<b>Total Transfers</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00 %</u>
<b>Change in Equity</b>	<u>87,127</u>	<u>10,240</u>	<u>6,230</u>	<u>37,874</u>	<u>607.93 %</u>

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## Michigan Municipal Services Authority COMPARATIVE BALANCE SHEET

	PERIOD ENDED 09/30/2022	PERIOD ENDED 07/31/2023	CHANGE	% CHANGE
<b>ASSETS</b>				
Current Assets				
Bank Accounts	1,560,489	479,044	(1,081,445)	(69.30) %
Other Current Assets				
040000 - Accounts Receivable	(1,108,844)	0	1,108,843	(100.00) %
123000 - Prepaid Expenses	2,284	0	(2,284)	(100.00) %
Total Other Assets	(1,106,560)	0	1,106,560	(100.00) %
Total Current Assets	453,929	479,044	25,115	5.53 %
<b>TOTAL ASSETS</b>	<b>453,929</b>	<b>479,044</b>	<b>25,115</b>	<b>5.53 %</b>
<b>LIABILITIES AND EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
202000 - Accounts Payable	12,468	0	(12,468)	(100.00) %
Total Accounts Payable	12,468	0	(12,468)	(100.00) %
Other Current Liabilities				
257000 - Accrued Salaries Wages	292	0	(292)	(100.00) %
Total Other Current Liabilities	292	0	(292)	(100.00) %
Total Current Liabilities	12,760	0	(12,760)	(100.00) %
Total Liabilities	12,760	0	(12,760)	(100.00) %
Equity				
390000 - Fund Balance - Unassigned	354,042	441,169	87,127	24.60 %
Net Revenue	87,127	37,875	(49,253)	(56.52) %
Total Equity	441,169	479,044	37,875	8.58 %
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>453,929</b>	<b>479,044</b>	<b>25,115</b>	<b>5.53 %</b>

These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them.

Created on: 08/01/2023, 12:03 PM EDT



## Michigan Municipal Services Authority Check register

Date	Payee	Document no.	Amount Cleared
	<b>Bank: Bill.com Clearing - Bill.com Clearing</b>	<b>Account no:</b>	
07/06/2023	10032--Hundred Place Consulting, LLC		4,680.00 In Transit
07/06/2023	10029--Vettraino Consulting, LLC		3,120.00 In Transit
07/25/2023	10002--Plante Moran		373.70 In Transit
07/25/2023	10032--Hundred Place Consulting, LLC		90.00 In Transit
07/25/2023	10027--Michigan Municipal Risk Management Authority		1,251.00 In Transit
	<b>Total for Bill.com Clearing</b>		<b>9,514.70</b>
	<b>Bank: Fifth Third - 1244 - Firth Third</b>	<b>Account no: 7169301244</b>	
07/05/2023	10015--Gusto		45.00 07/31/2023
07/06/2023	10015--Gusto		695.32 07/31/2023
07/20/2023	10015--Gusto		695.32 07/31/2023
07/28/2023	10005--BCBSM		859.98 07/31/2023
	<b>Total for Fifth Third - 1244</b>		<b>2,295.62</b>

# Michigan Municipal Services Authority

## Reconciliation report

As of 07/31/2023  
Account: 5/3 Checking

Statement ending balance	479,043.51
Deposits in transit	0.00
Outstanding checks and charges	0.00
Adjusted bank balance	479,043.51
Book balance	479,043.51
Adjustments*	0.00
Adjusted book balance	479,043.51

<b>Total Checks and charges Cleared</b>	<b>15,158.93</b>	<b>Total Deposits Cleared</b>	<b>5,000.00</b>
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### Deposits

Name	Memo	Date	Doc no.	Cleared	In transit
Lincoln Institute	Lincoln Institute Final Payment	07/13/2023		5,000.00	
<b>Total Deposits</b>				<b>5,000.00</b>	<b>0.00</b>

### Checks and charges

Name	Memo	Date	Check no.	Cleared	Outstanding
Gusto	June 2023 Invoice	07/05/2023		45.00	
Gusto	07.06.2023 Payroll	07/06/2023		695.32	
General Ledger entry	07.06.23 Payroll	07/06/2023		1,672.98	
General Ledger entry	BILL 07/06/23 Payables Funding	07/06/2023		7,800.00	
	Bank Service Charge July 2023	07/13/2023		2.65	
Gusto	07.20.2023 Payroll	07/20/2023		695.32	
General Ledger entry	07.20.23 Payroll	07/20/2023		1,672.98	
General Ledger entry	BILL 07/25/23 Payables Funding	07/25/2023		1,714.70	
BCBSM	Health Care Premium August 2023	07/28/2023		859.98	
<b>Total Checks and charges</b>				<b>15,158.93</b>	<b>0.00</b>



**FIFTH THIRD BANK**  
(WESTERN MICHIGAN)  
P.O. BOX 630900 CINCINNATI OH 45263-0900

MICHIGAN MUNICIPAL SERVICE  
200 TOWNSEND ST STE 900  
LANSING MI 48933



0

4679

Statement Period Date: 7/1/2023 - 7/31/2023

Account Type: COMM'L 53 ANALYZED

Account Number: [REDACTED]

Banking Center: Grand Rapids

Banking Center Phone: 616-653-5440

Commercial Client Services: 866-475-0729

**Account Summary** - [REDACTED]

<b>07/01</b>	<b>Beginning Balance</b>	<b>\$489,202.44</b>	Number of Days in Period	31
	Checks			
9	Withdrawals / Debits	\$(15,158.93)		
1	Deposits / Credits	\$5,000.00		
<b>07/31</b>	<b>Ending Balance</b>	<b>\$479,043.51</b>		

**Withdrawals / Debits**

9 items totaling \$15,158.93

Date	Amount	Description
07/05	695.32	GUSTO 6SEMJMSS8CH TAX 154385 6semjujhge1 MICHIGAN MUNICIPAL SER 070523
07/05	1,672.98	GUSTO 6SEMJMSS8CG NET 154384 6semjujhge0 MICHIGAN MUNICIPAL SER 070523
07/06	7,800.00	Bill.com Payables 016ZRFXKO2PCA19 Michigan Municipal Ser Multiple Payments Bill.com Payables 016ZRFXKO2PCA19 070623
07/07	45.00	GUSTO 3qhk FEE 258681 6semjkhced MICHIGAN MUNICIPAL SER 070723
07/13	2.65	SERVICE CHARGE
07/19	695.32	GUSTO 6SEMJMT7OBI TAX 531186 6semjunhf70 MICHIGAN MUNICIPAL SER 071923
07/19	1,672.98	GUSTO 6SEMJMT7OBJ NET 531187 6semjunhf6v MICHIGAN MUNICIPAL SER 071923
07/25	1,714.70	Bill.com Payables 016SDCWYU2Q2FVK Michigan Municipal Ser Multiple Payments Bill.com Payables 016SDCWYU2Q2FVK 072523
07/28	859.98	BCBS Michigan PREMIUM MS283851 MICHIGAN MUNICIPAL SER 072823

**Deposits / Credits**

1 item totaling \$5,000.00

Date	Amount	Description
07/13	5,000.00	LINCOLN INSTITUT PAYMENTS 2343 Michigan Municipal Ser 071323

**Daily Balance Summary**

Date	Amount	Date	Amount	Date	Amount
07/05	486,834.14	07/13	483,986.49	07/25	479,903.49
07/06	479,034.14	07/19	481,618.19	07/28	479,043.51
07/07	478,989.14				

PLEASE NOTE THAT WE HAVE UPDATED OUR ACCOUNT RULES AND TERMS & CONDITIONS. DISCLOSURES CAN BE VIEWED ONLINE AT:  
COMMERCIAL ACCOUNT RULES: 53.COM/TM-CA-RULES TREASURY MANAGEMENT TERMS & CONDITIONS: 53.COM/TM-TC